



COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT  
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 904

Posting Date: February 15, 2008

<b>JOB TITLE</b>	<b><u>GROUP SUPERVISOR, NIGHTS, PROBATION</u></b>
<b>EXAM NUMBER</b>	F8618Y
<b>FILING DATES</b>	February 19, 2008 until needs are met
<b>SALARY</b>	\$2,843.00 - \$3,521.18 <b>MONTHLY</b> <b>\$2,927.00 - \$3,625.36 Effective 08/01/2008</b>
<b>POSITION INFORMATION</b>	Makes periodic rounds of the living unit to verify the presence of all juveniles assigned and to guard against problems such as fires. Maintains order and security in the living unit and investigates unusual sounds and occurrences. Takes appropriate action to prevent escapes, rule infractions, or other disturbances. Observes and records the behavior and actions of individual juveniles; comforts or disciplines juveniles as necessary. Inspects bedding to prevent misuse and ensure safety, and monitors ventilation and heating levels in the living unit to maintain a comfortable environment.
<b>ESSENTIAL JOB FUNCTIONS</b>	Makes initial security check and periodic rounds of the living unit beginning at 10:00 p.m. and continuing throughout the shift to visually observe each minor assigned to the unit; maintains order, safety and security in the unit and communicates with staff members being relieved to determine the general condition of the unit and any unusual circumstances; takes appropriate action by alerting staff anytime a minor appears to be injured, attempting self-injury, or attempting escape; ensures that injured or ill minors obtain timely medical attention; supervises juveniles on awakening, in dressing, and in preparing for the day; responsible for preventing minors from harming themselves or others; and transports minors to medical care facilities, courts or other locations.
<b>SELECTION REQUIREMENTS</b>	(1) High school graduation or equivalent (G.E.D) or high school proficiency test indicating high school graduation level*. (2) A Valid Red Cross CPR and First Aid Certificate prior to appointment. (3) <b>THE FOLLOWING REQUIREMENTS RELATING TO PEACE OFFICER STATUS:</b>  - No felony convictions - U.S. Citizenship <b><u>AGE:</u> 21 years of age at the time of filing</b>  <b>Physical Class: 4 - Arduous:</b> <b>Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.</b>  <b>Licenses: A valid California Class "C" Driver License is required.</b>  <b>Special Requirement Information: *A COPY OF YOUR HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE MUST BE ATTACHED TO THE</b>

Probation Department: Address: 9150 E. Imperial Highway, Downey, CA 90242  
24-Hour Job Line: (800)970-LIST; TTY Phone: (877) 988-7800

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

## APPLICATION AT THE TIME OF FILING.

In order to receive credit for any type of courses taken, applicants must attach a proof of official college transcripts or degree/certificate indicating field of study with registrar's signature and/or school seal to the application at the time of filing.

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE PAST FIVE YEARS WILL NOT BE APPOINTED.**

### SPECIAL INFORMATION

**Shift:** Any Shift

Candidate Orientation Booklets are available at <http://probation.co.la.ca.us> under Candidate Orientation Booklet:

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO WRITTEN OR INTERVIEW EXAMINATION. PLEASE BRING TO THE EXAMINATION A VALID DRIVER LICENSE OR ANOTHER FORM OF VALID IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR BUSINESS I.D. CARD, BUILDING PASS, PROFESSIONAL LICENSE, VALID PASSPORT, ETC.)

**A thorough background investigation, including live scan and drug screening will be conducted prior to appointment.**

You need not list an arrest and/or conviction when the record of such an incident has been sealed in accordance with Penal Code Section 1203.45, 851.7 or 851.8; nor do you need to list an arrest and/or conviction if your record has been expunged or is eligible for expungement pursuant to Health and Safety Code Section 11361.5. However, you must list the arrest and/or conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code Section 1179 or 1172), or a pardon per Section 4852.16 of the Penal Code.

### VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department, Residential Services Bureau and Detention Services Bureau.

### EXAMINATION CONTENT

This examination will consist of a qualifying written examination (Juvenile Corrections Officer) developed and validated by the California Department of Corrections and Rehabilitation (CDCR) and an interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

APPLICANTS MAY NOT TAKE THE WRITTEN EXAMINATION (JUVENILE CORRECTIONS OFFICER), WHICH IS GIVEN FOR GROUP SUPERVISOR NIGHTS, DETENTION SERVICES OFFICER, DEPUTY PROBATION OFFICER I-RT, DEPUTY PROBATION OFFICER II, TREATMENT & COUNSELING MORE THAN ONCE EVERY SIX (6) MONTHS.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19

APPLICANTS WHO HAVE TAKEN THE WRITTEN TEST (JUVENILE CORRECTIONS OFFICER) WITHIN THE LAST TWENTY-FOUR (24) MONTHS

**ELIGIBILITY  
INFORMATION**

WILL HAVE THE EXAM RESULT TRANSFERRED. HOWEVER, APPLICANTS THAT TOOK THE WRITTEN TEST BEFORE JANUARY 2008, WILL BE REQUIRED TO HAVE THEIR RESULTS RECALCULATED IN ORDER TO DETERMINE QUALIFICATION.

Candidates must achieve a passing score of 70% or higher in order to be added to the eligible register.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every six (6) months.

**\* \* \* \* IMPORTANT INFORMATION \* \* \* \***

**APPLICATION  
INFORMATION**

**Instructions for Filing Online:** The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning February 19, 2008. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

**Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 401-2885 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission :** A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning February 19, 2008. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

The acceptance of your application will depend on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Los Angeles County Probation Department  
Human Resources Office  
9150 East Imperial Highway  
Downey, CA 90242  
(562) 940-2659

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (877) 988-7800 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.